



**DIVISION ON DEAF AND HARD  
OF HEARING**

**MICHIGAN REQUIREMENTS FOR  
CREDENTIALLED SIGN LANGUAGE INTERPRETERS**

**DEAF PERSONS' INTERPRETER ACT  
1982 PA 204 AMENDED 2007**

**OCTOBER 2011**

**All** Sign Language interpreters working within Michigan are required to comply with the Deaf Persons' Interpreter Act, 1982 PA 204 amended 2007. The act specifically requires interpreters to file an application for certification through the Division. This applies to both nationally credentialed interpreters and interpreters credentialed by the state of Michigan.

The process below describes annual professional development for interpreters credentialed through the state. These requirements are subject to change after rule promulgation. Interpreters are responsible to ensure they have the most updated information, which is posted on the DODHH website. [www.michigan.gov/mcdc-dodhh](http://www.michigan.gov/mcdc-dodhh)

**ALL CREDENTIALLED INTERPRETERS**

**Listing Your Certification**

All BEI, EIPA, NAD, RID and QA credentialed interpreters are mandated to list their credentials with DODHH if working as a sign language interpreter in Michigan. Listing is **NOT** automatic. To be listed the interpreter must complete an application form for certification by the Division. The application form can be found on the DODHH website in at [www.michigan.gov/mcdc-dodhh](http://www.michigan.gov/mcdc-dodhh). Interpreters who work in Michigan without listing their credentials are in violation of the Deaf Persons' Interpreter Act.

After review and approval of the application, supporting documents and fees, the DODHH will issue an Interpreter credential card. This card verifies the ability to legally work in the State of Michigan. The card may be used to provide verification to the consumer and appointing authority that the interpreter is qualified to interpret in Michigan. The interpreter name and credential are mandated to appear in the Michigan Online Interpreter System. An interpreter may opt out of having additional contact information on the system via the application.

## **INITIAL APPLICATION & RENEWAL REQUIREMENTS**

### **ALL**

Must renew annually  
Complete annual renewal form  
Pay annual fee  
See applicable credential below for additional requirements

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### **BEI & QA**

BEI - 1<sup>ST</sup> Year submit copy of your BEI “pass” notification letter with initial application for certification.

Annually thereafter, submit copies of certification of attendance or signed letter of attendance for 20 clock hours of professional development or 2.0 CEUs

Each achievement of a new BEI level must be submitted following the process above. BEI 1 interpreters are required to test every 4 years.

Note: BEI 1 interpreters who test for a BEI 2 and BEI 3 after passing BEI 1, will not lose their certification if they fail to pass for the next higher level.

QA – Annual renewal required until the end of each specific QA cycle.

Note: The QA test has been phased out and no longer valid after November 30, 2012.

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### **EIPA STATE – RECOGNIZED**

1<sup>ST</sup> Year submit copy of your EIPA notification letter - showing passing performance of 3.5 or higher.

Annually thereafter, submit copies of certification of attendance or signed letter of attendance for 20 clock hours of professional development or 2.0 CEUs

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### **NAD & RID**

Annually, submit copy of valid renewed NAD and/or RID credential card OR receipt of payment for NAD and/or RID Certified Dues showing the valid NAD and/or RID credential renewal for the next renewal year.

### **RID Ed:K-12**

Annually must submit copy of valid RID Ed:K-12 credential & copy of Boy’s Town EIPA results notification letter showing credential for Elementary, Secondary, or both.

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## **MI TEMPORARY INTERPRETERS – Including: Out of State and Certified Deaf Interpreters (CDI's)**

All certified interpreters in Michigan including those here temporarily for court cases or other purposes must obtain certification by the Division. Contact the Division for more specific information on your requirements.

### **AVOIDING LATE RENEWALS**

The Michigan Interpreter Online System will automatically drop the names of interpreters that fail to renew on time and the interpreter will be “unqualified” and in violation of 1982 PA 204 amended 2007 if found to be working without credentials, as per section 393.508 (b) of the Act. The interpreter cannot legally work until their name reappears in the system again. Interpreters should submit their renewal information at least 2-4 weeks prior to the expiration date that appears on their card.

**MI Certification Cycle and CEU Cycle.** The Credential Cycle is a period of 4 years for MI BEI and QA interpreters. A CEU cycle is currently a period of 1 year. The credential and CEU cycle begins on the first date a person appears in the Michigan Interpreter Online System. Not the testing date. BEI and QA certification is valid for four (4) years if all professional development units requirements are met and annual fees paid. At least 6 months prior to the expiration date during the fourth year, you should make arrangements to retest.

Interpreters with BEI and QA credentials MUST renew their credentials annually prior to their expiration date which appears on their credential card. RID/EIPA credential holders must renew annually before June 30<sup>th</sup>. No additional retesting is required. BEI / MI EIPA /QA renewal involves payment of fees and submission of 20 clock hours of professional development units or 2.0 CEUs during the annual certification maintenance period. These must be completed on the most current Division renewal form and accompanied by certificates or signed letters of attendance. At least 20 clock hours must be earned in Professional Studies or General Studies topics (previously called Direct and Indirect QA units).

### **EARNING PROFESSIONAL DEVELOPMENT MI UNITS**

To earn professional development units toward your annual certificate renewal, you may complete the below types of activities, retain your original documentation, and submit copies of the documentation at the time of renewal. Renewal documentation will NOT be returned. Keep in mind, the identical event may only be attended once during the annual cycle for credit and units earned in excess of one year cannot be applied to the next. Your annual CEUs are only approved for events occurring within the current 12 month CEU cycle. Unit credit may be accrued in (1/4) quarter hour increments after the initial hour. Lunch time and interpreter socials do not count toward units. Lastly, each interpreter must ensure that units are properly documented with a certificate or letter of attendance and monitor the number of units acquired.

#### **1. Professional Studies MI BEI Units**

Activities involving interpreter expressive and receptive signing skills development, linguistics, and Deaf culture would fall within the Professional Studies category.

#### **2. General Studies MI BEI Units**

Activities involving non-interpreter related coursework and events fall in the General Studies category.

## **ACTIVITIES EARNING PROFESSIONAL DEVELOPMENT UNITS**

- DODHH-approved workshops, as advertised with the State of Michigan DODHH MI BEI sponsorship statement, must be verified by the attendance certificates at annual renewal time and pre-approved by the Division. Look for the statement, "MI MDCR-DODHH has approved MI BEI / EIPA / QA units sponsorship for this education (activity/ workshop/class/ training) with (agency's name) for (#) (professional studies /general studies) MI BEI units. Partial MI BEI / EIPA / QA units (will/will not) be awarded for this event and participants will receive a (certificate of attendance) as documentation."

**NOTE:** Event Sponsors desiring to use DODHH sponsorship language on their public advertisement **MUST** seek approval before utilizing the DODHH sponsorship language. Note: DODHH will NOT accept CEU's that teach how to test for the BEI unless through our approved partners.

- RID-approved workshops or other CEU granting body must be verified by certificate of attendance or signed letter of attendance. The Division will accept units from a sponsored RID CEU activity with out pre-approval from the participant. A RID sponsor is not required to seek DODHH approval and is not required to use DODHH sponsorship language.
- Audited continuing education classes at a college or university must be verified transcript or letter from an accredited educational program. A DODHH Independent Study form is no longer required. The information must show the date the course began, ended, and number of hours attended. The course must be completed.
- Accredited college, university, or other educational institution credit courses completed with a GPA of 2.0 or better must be verified by a transcript. This transcript does not need to be notarized.
- Independent Study requirements: Preapproval is required for any independent study mentoring or an event hosted by a non-CEU granting body. See the "Independent Study Request" form located at [www.michigan.gov/mcdc-dodhh](http://www.michigan.gov/mcdc-dodhh)

## **ACTIVITIES NOT EARNING MI BEI UNITS**

- Volunteering to interpret.
- Watching another interpreter work.
- Social activities that do not involve active participation
- Teaching a class on the BEI examination.
- Social, luncheon, or dinner parties.
- Watching Video tapes or book reports

## **DODHH PROFESSIONAL DEVELOPMENT WORKSHOP - REQUEST SPONSORSHIP CONTINUING EDUCATION UNITS**

To request DODHH sponsorship of a professional development event, complete the “DODHH Sponsorship Request” form at [www.michigan.gov/mcdc-dodhh](http://www.michigan.gov/mcdc-dodhh). All events must be pre-approved prior to advertisement of the DODHH sponsorship.

**NOTE:** Event Sponsors desiring to use DODHH sponsorship language on their public advertisement **MUST** seek approval before utilizing the DODHH sponsorship language. Note: DODHH will NOT accept CEUs that teach how to test for the BEI unless through our approved partners.

- DODHH-approved workshops, as advertised with the State of Michigan DODHH MI BEI sponsorship statement, must be verified by the attendance certificates at renewal time and pre-approved by the Division. Look for the statement, "MI MDCR-DODHH has approved MI BEI / EIPA / QA unit sponsorship for this education (activity/ workshop/class/ training) with (agency's name) for (#) (professional studies /general studies) MI BEI units. Partial MI BEI / EIPA / QA units (will/will not) be awarded for this event and participants will receive a (certificate of attendance) as documentation.

## **TEST INFORMATION**

- **MI BEI Test Information:** MI BEI Study Guide and MI BEI Application available through Michigan Division on Deaf and Hard of Hearing at [www.michigan.gov/mcdc](http://www.michigan.gov/mcdc) /877-499-6232  
\*DODHH is the MI BEI test proctor – see website for available dates
- **EIPA Test Information:** Boy's Town EIPA Test information available through Michigan Department of Education Low Incidence Outreach (MDE-LIO) at <http://mde-lio.cenmi.org/Home.aspx> or Boy's Town at [www.classroominterpreting.org](http://www.classroominterpreting.org)  
\*MDE-LIO is the MI test proctor – see website for available dates
- **RID Test Information:** RID credential overview and application available at [www.rid.org](http://www.rid.org)  
\*DODHH is not a test proctor – see US proctor locations on the RID website